# GETTING STARTED WITH SONAR For CMR filers

(Updated on 6 Sept 2018)

Suspicious Transaction Reporting Office STRO Online Notices And Reporting Platform (SONAR)

### **INTRODUCTION AND CONTENTS**

#### Introduction

In August 2018, the STRO Online Notices And Reporting platform (SONAR) replaced the Suspicious Transaction On-Line Lodging System (STROLLS) to allow electronic submission of Suspicious Transaction Reports. SONAR is also the consolidated platform to allow electronic submission of Cash Movement Reports (Form NP 728) and Cash Transaction Reports (Form NP 759). This guide serves to inform Cash Movement Report (Form NP 728) filers on the functions of SONAR and how they can use SONAR to electronically submit Cash Movement Reports.

### **Getting Started**

To begin, access SONAR through the <u>Police E-services webpage</u> for businesses.

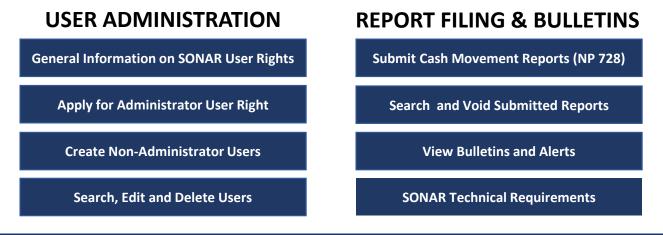
Select "STRO Online Notices and Reporting Platform (SONAR)".

- Select "Login via CorpPass". You will be redirected to the CorpPass sign in page.
- 1. Fill in your CorpPass credentials
- 2. Click "Login".

Do not bookmark this CorpPass login page because this is a redirected link. <u>Always</u> access SONAR via the Police E-services webpage.

Log in with Corr	Pass	
	Ø	
CORPPASS ID	Ø	
Password	Ø	
Remember Entity ID	(	

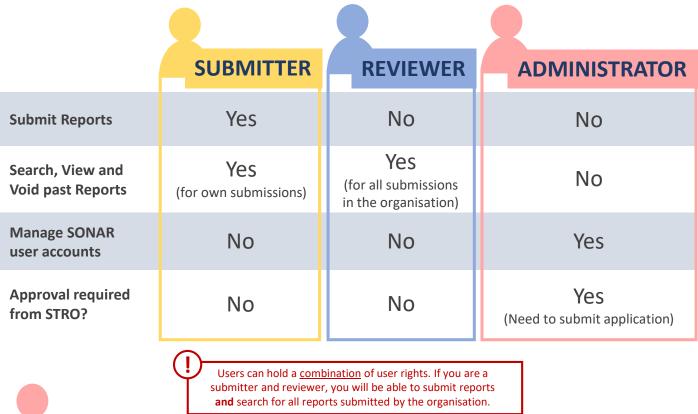
Click on the relevant section you would like to know more about.



# GENERAL INFORMATION ON SONAR USER RIGHTS

### **SONAR User Rights**

There are 3 main user rights on SONAR – Submitter, Reviewer and Administrator. Each SONAR user can hold any combination of the 3 user rights.



#### **ADMINISTRATOR APPLICATION**

Each organisation can only have a maximum of <u>2</u> users holding the Administrator user right. Before you apply as an Administrator, please ensure that you have the following:

- 1. A valid CorpPass account (to register for CorpPass, please visit https://www.corppass.gov.sg)
- 2. Access to SPF Digital Services (Your entity's CorpPass Admin should assign users to "SPF E-services (G2B)")
- 3. <u>Coloured copies</u> of the following documents (to be submitted on SONAR):
  - a. Authorization letter with company letterhead (signed by Head of Compliance or above\*)
  - b. Signatory's **photo ID** (front & back)
  - c. If the Signatory is an ACRA-listed Director/Partner, please provide the company's ACRA Profile

\* If you are an ACRA-listed Director/Partner (except for sole proprietors), the authorization letter needs to be endorsed by another ACRA-listed Director/Partner of the same company.

The following pages contains detailed steps on how to apply for the administrator user right on SONAR. Please note that turnaround time for approval may take up to <u>10 working days.</u>

### **Applying for Administrator rights**

You should see the following Homepage after logging in if you are an unregistered user. You will notice that you are unable to view Bulletins and unable to submit Suspicious Transaction Reports.

1. Click on "Apply for Administrator Rights for self" under the Account Registration menu

<b>*</b> H	lome	Log	g out 🕩
		SONAR	
	Name:     Your Name       Name of Company:     Your Company's Name       You are assigned as:     Unregistered		
	Report Menu	Bulletins	
	Upload Report	Please register as a SONAR user to view bulletins/alerts.	
	View Bulletins		-
	Search Submitted Report	Only <u>registered users</u> will be able to view bulletins and download report templates for	
6	Account Registration	Suspicious Transaction Reports	
Y	Apply for Administrator Rights for self		
	Blank Report Template(s)		
	Cash Movement Report (CMR-NP728)		
	Cash Transaction Report (CTR-NP759)		

You will not be allowed to proceed on with your registration if your organisation already has 2 Administrators. The following prompt will appear. At least 1 of the existing Administrators will have to deactivate his/her SONAR account for a new user to apply as Administrator.



#### **Administrator Registration – Personal Particulars**

- 1. Complete your Personal Particulars. You may notice that some items have been auto-populated from your CorpPass credentials
- 2. Select your required User Rights (If you select all three User Rights, you will be able to access all functions on SONAR) and fill in your organisation's address details
- 3. Click "NEXT"

Administrator Registration							
* Required							
Personal Particulars							
CorpPass ID *							
Identification Type * NRIC		Identification No. * SXXXXXXX					
Full Name *	Name of SXXXXXXXX	Email Address *					
Department		Designed Please provide a valid email address as the outcome of your application will be sent to					
Office Contact No. *	65	Date of Birth * the email address provided here.					
Company Information							
Company Name	Name of T4444444D	UEN T4444444D					
User Rights * 0	<ul><li>Administrator</li><li>Reviewer</li><li>Submitter</li></ul>	Some fields will be auto-populated according to your CorpPass profile.					
Address							
Postal Code *		Block/House No. *					
Street *		Building Name					
Floor-Unit	Floor number Unit number						
		3					
CANCEL		NEXT					

#### Administrator Registration – Select Institution and Business Type

Select the applicable Institution and Business Type that applies to your organisation. This includes business activities that your organisation is licensed to carry out.

- 1. Select an applicable Institution Type
- 2. Select an applicable Business Type you may use Ctrl or Shift keys to select multiple items
- 3. Click "ADD"
- 4. Select another Institution and Business Type, if your company operates in more than one business activity.

		s Types applicable to your Institution Typ		ns and will affect the types of reports your institution is able to file.
	UEN	T4444444D		
	Institution Type	Money Changer and Remittance Agent		If your institution type does not have any
2	Business Type	Money Changer Remittance Agent Money Changer and Remittance Agent	÷	business type, you may skip to step 3.
				ADD

The Institution and Business Types will be added to the list at the bottom of the screen.

- 5. To remove an Institution Type/Business Type, click "Remove"
- 6. After adding all the applicable Institution Type and Business Type that applies to your organisation, click "NEXT"

Institution Type	Business Type	6
Money Changer and Remittance Agent	Money Changer	Remove
CANCEL BACK		6 NEXT
$\bigcirc$	nstitution Type and Rusiness Type affects what	-

nstitution Type and Business Type affects wha bulletins your organisation will receive

#### **Administrator Registration – Supporting Documents**

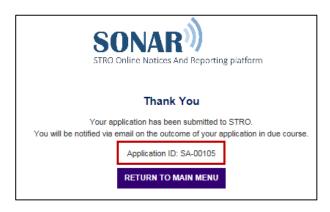
Supporting documents are required for users applying to be Administrators. Please follow the instructions on the types of supporting documents required. If insufficient or erroneous documents are provided, the application will be rejected and fresh applications will have to be submitted.

- 1. Click "ADD" to upload supporting documents. Use the checkboxes and click "DELETE" to remove uploaded documents
- 2. Click "SUBMIT" when all the necessary supporting documents have been uploaded
- 3. A confirmation prompt will appear. Click "YES" to proceed.

Upload Supporting Docume	int									
2. Coloured copy of the signa 3. If the signatory of the author * If the applicant is an ACRA ACRA-listed Director/Partne	tion letter with company letterhead (signed by Head of Compliance or above*) tory's photo ID** (front & back) risation letter is an ACRA-listed Director/Partner, to additionally provide a copy of the company's ACRA Profile -listed Director/Partner (except for sole proprietor), the authorisation letter needs to be endorsed by another									
To note: Applications with inco	To note: Applications with incomplete supporting documents will be rejected. In such cases, fresh applications will have to be submitted.									
Allowed file types: jpg,jpeg,png	g,pdf,doc,docx,xls,xlsx									
(Maximum file size is 2MB eac	h)									
1 File Name										
Authorisation Letter (SC	NAR).pdf									
ACRA Profile.pdf										
Signatory NRIC (front +	back).jpg									
ADD DELETE										
Declaration										
	on, you declare that the information provided (including all attachments) is true and correct.									
CANCEL BACK										
	Confirmation Are you sure you want to submit this application?									

#### **Administrator Registration – Acknowledgement**

If your application is successfully submitted, you will be assigned an Application ID. <u>Please provide your Application ID</u> when making queries to STRO for us to better assist you.



The Administrator application process is complete. You will be notified on the outcome of your application via email. The approval process may take up to <u>10 working days</u>.



Administrator Registration

### CREATE NON-ADMINISTRATOR USERS

#### **Account Creation – Submitters and Reviewers**

This section is a guide on how to create non-administrator accounts. <u>Click here</u> to learn how to create administrator accounts on SONAR.

To begin, click on "Create User Account" under the User Account Management menu.

User Account Manage
Create User Account
Search User Account

Only users with the Administrator user right will be able to access User Account Management functions

- 1. Complete the required fields in the form
- 2. Indicate the effective period, status of account and user right(s) to be appointed
- 3. Click "SUBMIT"

CorpPass ID *						
Identification Type *		¢	Identification No. *			
Full Name *			Email Address *	Email Address *		
Department			Designation			
Office Contact No. *	65	Contact No	Date of Birth *	DD/MM/YYYY		
Company Informatio	n					
Company Name	Name of T444	4444D	UEN	T4444444D		
Institution Type			Business Type			
Securities, Future an	d Fund Managem	ent	Clearing Facility			
Securities, Future an	d Fund Managem	ent	Central Depository Sy	stem		
Direct Insurance			Insurance Agent/Insur	ance Broker		
Address		Institution	and Business Ty	pe will be auto-popula	ated	
Postal Code *		according	g to your organis	ation's profile in SONA	۹R.	
Street *			Building Name			
Floor-Unit	Floor number	Unit number				
ser Account Inform	ation					
Effective Date *	DD/MM/YYYY	Ê	Expiry Date *	DD/MM/YYYY		
User Rights *	<ul> <li>Reviewer</li> <li>Submitter</li> </ul>		Status of Account *			

The user account will be created immediately. There is no approval process for non-administrator accounts.

### SEARCH, EDIT AND DELETE USERS

#### **Search SONAR Accounts**

To retrieve the list of SONAR users in your organisation, click "Search User Account".

User Account Manag	User Account Management				
Create User Account	Create User Account				
Search User Account	]				

Only users with the Administrator user right will be able to access User Account Management functions

- 1. Key in either the NRIC/FIN, Full Name or User Right of the user you would like to search for
- 2. Click "SEARCH"

· .	Search User		
1	NRIC/FIN		
	Full Name		
	User Rights	÷	
			2 SEARCH

3. The list of users that match your search parameters will be returned. Click on the NRIC/FIN of the user you would like to edit/delete

Result(s)								
To edit user information, please click on the NRIC/FIN of the user.								
No. NRIC/FIN	Full Name in Passport / ID	Email	Effective Date	Expiry Date	Status			
1 \$9571477C	Name of S9571477C	email@email.com	02/08/2018	20/08/2018	Active			
Showing 1 to 1 of 1 entries								

### SEARCH, EDIT AND DELETE USERS

#### **Edit and Delete SONAR Accounts**

You may make amendments to the user profile on this page.

- 1. Click "UPDATE" to save changes made to the profile
- 2. Click "DELETE" to delete this user's SONAR account

Personal Particulars						
CorpPass ID *	CPS9571477C					
Identification Type *	NRIC \$		;	Identification No. *	SXXXXXXX	
Full Name *	Name of SXX	xxxxxx		Email Address *	email@email.com	
Department				Designation		
Office Contact No. *	65	61234567		Date of Birth *	24/06/2018	<b>#</b>
Company Information						
Company Name	Name of T444	44444D		UEN	T4444444D	
Institution Type				Business Type		
Securities, Future and	Fund Managem	ent		Clearing Facility		
Securities, Future and	Fund Managem	ent		Central Depository System		
Direct Insurance				Insurance Agent/Insurance Broker		
Address						
Postal Code *	123123			Block/House No. *	123	
Street *	Sesame Street			Building Name		
Floor-Unit	Floor number	Unit number				
User Account Informa	tion					
Effective Date *	02/08/2018	<b>m</b>		Expiry Date *	20/08/2018	<b>#</b>
User Rights * 0	Administrat	tor		Status Of Account *	Active	\$
	<ul><li>✓ Reviewer</li><li>✓ Submitter</li></ul>					
<u> </u>						
	E					

### Submit CMRs on SONAR

SONAR will only accept submissions of the validated CMR Offline Forms.

- 1. To obtain a copy of the form template, click on "Cash Movement Report (CMR-NP728)" under the Blank Report Template(s) Menu.
- 2. To begin filing reports, click on "Upload Report" under the Report Menu

Name: Name of Company: You are assigned as:	Your Name Your Company's Name Reviewer, Submitter, Administrator		If you have pre-registered as a SONAR user, please check that your assigned user right(s) are accurate. Please contact STRO if you notice any discrepancy or if you are reflected as an unregistered user.
User Account Mana	igement		
Create User Account			
Search User Account			
Report Menu			
Upload Report			
View Bulletins			
Search Submitted Re	port		
Account Registration	on		
Edit Administrator Rig	ghts for self		
Blank Report Temp	late(s)		
Cash Movement Rep	ort (CMR-NP728)		1
Cash Transaction Re	port (CTR-NP759)	ΙΨ́	If prompted to "Open" or "Save As", choose "Save As" and download the file to your local disk. You will encounter an
Suspicious Transacti	on Report (STR)		error message if you open the file in your web browser.

- 3. In the form selection page that appears, select "Cash Movement Report (CMR-NP728)" in the dropdown list to file CMRs.
- 4. Click "NEXT"

(

	Upload Report		
	Your name and NRIC will be auto-populated into the identificat	ition fields of the report(s), if applicable.	
	Please select a report type and click on 'Next'		
(3	Report Type Cash Movement Report (CMR-NP728)	¢	
	BACK TO HOME		4 NEXT

#### Submit CMRs on SONAR

Upload only validated CMR forms at the Upload Report screen

- 1. Click "ADD" to upload your form. Use the checkbox and click "DELETE" to remove uploaded documents
- 2. Click "UPLOAD"

Upload Report					
Your name and NRIC will be auto-populated into the identification fields of the CMR report(s), if applicable.					
 Please click on 'Add' button to choose the relevant document and click on 'Upload' button to upload the document. (Maximum file size is 2.5MB each and 90 characters for filename)					
File Name					
Sample CMR Form (Validated).pdf     You may submit 1 file per submission       ADD     DELETE					
BACK					



Particulars of Declarant	Information on CBNI	Declaration						
Part III: [	Declaration a	nd Submission Details						
	Please click on 'Validate Form'. Form validation must be successful before it can be submitted							
Validation S	tatus Validated s	ccessfully as of 10/08/2018 4:44:44 PM						

#### Submit CMRs on SONAR

If you upload erroneous files, you will be prompted on the error encountered.

- 1. Click on the "x" beside the file to remove the erroneous file or a file you do not wish to submit
- 2. Click on the file you wish to submit to <u>preview</u> them. You will notice that your name and NRIC will be auto-populated into the form. Please ensure that the information within the form is correct before submitting the form
- 3. Check on the declaration checkbox
- 4. Click "SUBMIT"

#### Sample Error Messages

The file uploaded is erroneous and will not be submitted. Sample CTR Form.pdf

Error AEMWB006: Do not upload a different Form type from the Report Type you selected previously. Please cancel your transaction and try again with the correct Report Type.

The file uploaded is erroneous and will not be submitted.

Sample CMR Form (Not Validated).pdf

Error AEMWB008: Do not upload forms that have not been successfully validated. Please cancel your transaction and try again with a valid f orm.

Review Drafts	
Please click on the file name to review the uploaded document(s).	
All report(s) has been processed for your review.	
S/N File Name 1 Sample CMR Form (Validated).pdf	
I declare that the information provided is true and correct     Name of person who submitted declaration      Your Name     NRIC of person who submitted declaration     S1234567D	Date / Time the declaration was submitted 1 01/08/2018 4:23:34 PM
Declaration I declare I am submitting the above CMR(s) with my personal C I have reviewed the uploaded document(s) and confirmed that	
CANCEL	Азивміт

#### Submit CMRs on SONAR

Upon successful submission, you will receive a confirmation prompt. Click "OK" to download a zip file containing the official copy of your submitted report.



You can also download an official copy of your submitted report by clicking on "DOWNLOAD ALL". All successfully submitted reports will be issued a report number. <u>Please note that Submitted reports will only be retrievable</u> for 5 calendar days upon submission. You are encouraged to download the reports before returning to the <u>Main Menu</u>.

Submission of Reports		
Note: The official CMR reports submitted will be available for downlo	oad for 5 calendar days. Please downloa	d a copy for your internal records.
All report(s) has been processed for submission.		
S/N File Name	Status	Report No.
1 Sample CMR Form (Validated).pdf	Submitted	OF180801-1
before leaving this page. If	lownload the submitted reports you do not download the reports, er the following prompt.	
Confirmation		
	e without downloading the report? Declare to a copy of all your submitted report(s) at the next	
		-

# SEARCH AND VOID SUBMITTED REPORTS

### **Retrieving and Voiding Submitted Reports on SONAR**

To retrieve a list of submitted CMRs and to void submitted reports, click on "Search Submitted Report" under the Report Menu.

Name:     Your Name       Name of Company:     Your Company's Name       You are assigned as:     Reviewer, Submitter, Administrate       User Account Management	r	
Create User Account Search User Account		
Report Menu Upload Report View Bulletins Search Submitted Report		Submitters will only be able to retrieve and void reports submitted by himself/herself. Reviewers will be able to retrieve and void all reports submitted
Account Registration Edit Administrator Rights for self Blank Report Template(s)		by the organisation.
Cash Movement Report (CMR-NP728) Cash Transaction Report (CTR-NP759) Suspicious Transaction Report (STR)		

- 1. Select the Report Type you would like to search (Cash Movement Reports)
- 2. Indicate either the report number or date submitted (Report No. supports partial search)
- 3. Click "SEARCH"

	Search Submitted Form					
	* Required # At least one field is required					
	Please select the type of sea	rch and provide the relevant details. Click o	n 'Search' to f	etch the results.		
Ç	Report Type *		] (2	Report No. #		
	Date From <sup>#</sup>	DD/MM/YYYY	Ê	Date To <sup>#</sup>	DD/MM/YYYY	<b>**</b>
						3 SEARCH

# SEARCH AND VOID SUBMITTED REPORTS

#### **Retrieving and Voiding Submitted Reports on SONAR**

The list of CMRs that match your search parameter(s) will be generated.

- 1. Click on the Official Report to download a copy of the CMR (available for 5 calendar days)
- 2. Click on the Report No. to void the CMR (able to void between the 3<sup>rd</sup> day and 8<sup>th</sup> day of submission)

CMR OF180810-18 was submitted on Monday.	
The report can be <u>downloaded</u> from <b>Monday to Friday</b> .	
The report can be voided from Wednesday to the next Mond	day.

Search Submitted Form							
Required At least one field is red	quired						
Please select the type	of search and p	ovide the relevant details. Cli	ck on	'Search' to fetch the re	sults.		
Report Type *	Cash Moveme	ent Report (CMR-NP728)	\$	Report No. #	OF180810-18	8	
Date From <sup>#</sup>	DD/MM/YYYY		1	Date To <sup>#</sup>	DD/MM/YYY	Y	<b>m</b>
					_		
							SEARCH
Result(s)							
	•	ailable for download for up to	5 cale	endar days. Status of su	ubmitted CMR	reports is ava	ilable for
searching for up to 5 years. To view the submitted CMR, please click on the relevant link related to the submitted CMR record.							
Submitted Date	Report No.	Submitted By		Uploaded By		Status	Official Report
10/08/2018	OF180810-18	Name of R00CL7266H S9990	676F	Name of R00CL7266	H S9990676F	Submit	OF180810-18.pdf

Showing 1 to 1 of 1 entries

Please allow for a 5 to 10 minute delay after submission for your submitted report to appear on the search results.

1

### SEARCH AND VOID SUBMITTED REPORTS

### **Retrieving and Voiding Submitted Reports on SONAR**

A void button will appear for CMRs that are within the voiding window period.

- 1. Click on "CLICK HERE TO VOID REPORT"
- 2. Enter your reason(s) for voiding the CMR
- 3. Check the declaration checkbox
- 4. Click "VOID"

(

- 5. Click "VOID" again in the confirmation prompt
- 6. You will receive a confirmation message on the next page

Submitted Date	10/08/2018
Report No.	OF180810-18
Submitted By	Name of R00CL7266H S9990676F
Name of Declarant	Name of R00CL7266H S9990676F
Status	Submitted
Submitted Report	OF180810-18.pdf
	an't find the void button? It may be because of the following reasons: Your report is not within the void period (3 <sup>rd</sup> – 8 <sup>th</sup> day of submission)

Void Remark *	
Reason for Voiding (E.g. The information is wrong and I have submitted a new CMR with correct information: OF180810-19)	h
Minimum Characters: 10 Declaration	
I declare I am aware that voiding of submitted report is irreversible.	





### **VIEW BULLETINS AND ALERTS**

### **View Bulletins and Alerts on SONAR**

A list of the latest bulletins and alerts will be displayed on your Homepage upon logging in. You may either click on the date for each bulletin to view the detailed contents and attachment(s) or click on "View Bulletins" under the Report Menu to view all bulletins and alerts.

Name: Name of Com You are assign as:				-	
User Account Management		Bulletins		Ask Jamie @ SPF (Beta) Type your question	
Create User A	ccount	Date	Bulletin Content	Pare	
Search User A	Account	07/08/2018	Please download the	attachment to view Suspicious	
Report Menu		07/08/2018	Bulletin Content		-
Upload Repor	t	07/08/2018	Bulletin Content		-
View Bulletins		07/08/2018	Bulletin Content		-
Search Submitted Report		03/08/2018	Bulletin Content		- \
Account Reg	istration	03/00/2010	Bulletin Content		- \
Edit Administr	ator Rights for self				
Blank Report	: Template(s)				
Cash Moveme	ent Report (CMR-NP728)				
Cash Transac	on Report (CTR-NP759)				
Suspicious Tra	ansaction Report (STR)				
/					
Illetin					
ote 0	7/08/2018				
	uspicious Indicators for Financial Institutions				
ontent P	lease download the attachment to view Suspicious Indi	cators			
tachment S	uspicious_Indicators_for_Financial_Institutions.pdf				

Click on the Attachment file names to download the documents.

# **TECHNICAL REQUIREMENTS**

#### **Compatible Web Browsers**

SONAR platform has been tested to be compatible with the following web browsers:

- Internet Explorer 11
- Microsoft Edge
- Mozilla Firefox 50+
- Google Chrome 60+

We recommend using a private browser and clearing your cache each time before starting a new session on SONAR.

To optimise your experience, you may wish to check with your IT department to ensure that the following settings have been made on your organisation's workstations and proxy servers.

#### **Proxy Server Settings**

- Allow internet traffic from the domain <a href="https://eservices.police.gov.sg">https://eservices.police.gov.sg</a>
- Proxy server should not terminate or refresh internet access sessions automatically

#### **Internet Explorer Settings**

- Enable cookies
- Do not use the <Back>, <Forward> and <Refresh> buttons on the internet explorer (IE) browser or use "Ctrl + N" to launch a new IE window when the SONAR application is open. Keyboard shortcuts such as <Backspace> to go to the previous page will also cause your session to be terminated prematurely.

#### **Compatible Adobe Readers**

The new form has been tested to be compatible with the following Adobe software(s):

- Acrobat DC Version 15+ (Available for free on the Adobe website)
- Acrobat 11+

Do also install the necessary Adobe Font Pack(s) to use certain font type(s) in the form (available for free on the Adobe website).